

**Central Valley School District
Job Description**

TITLE **Virtual Learning Technician**

GENERAL SUMMARY: The Virtual Learning Technician performs a wide variety of tasks to assure the smooth, accurate, and efficient operation Central Valley Virtual Learning. The position will provide support in a number of ways, included but not limited to student intervention and progress monitoring. Alternative Learning Experience (ALE) documentation maintenance, student registration, technical trouble shooting, and marketing support.

Depending upon the individual assignment, the Virtual Learning Technician may perform all or a combination of the following:

1. Provide technical support to students, parents and staff in online virtual courses in person, over the phone, through video/digital conferencing, and at Student Success Sessions and or Study Sessions.
2. Monitor students' weekly contact and progress, contacting students, parents, counselors and documenting contacts and interventions in order to facilitate clear communication with stakeholders and facilitate compliance with Alternative Learning Experience (ALE) laws. Communicate progress monitoring data with Supervisor.
3. Collaborate with CVVL instructional staff, parent/guardians, CVSD School counselors, special education teachers, online facilitators (outside districts), and other district staff to support successful student completion of CVVL courses.
4. Prepare required federal/state reports, program applications, grant applications, etc. as requested; allocate grant funds to appropriate activities for the Supervisor's approval.
5. Ensure compliance with state and federal law regarding virtual learning and Alternative Learning Environments (ALE). Organize and communicate accommodations and support for special education and 504 students.
6. Input and organize student registrations from CVSD schools, homeschools, and occasionally, outside districts.
7. Assist in preparation of materials for workshops and inservices. Organize and assist with student orientations.
8. Attend district meetings and other training/professional development sessions as requested.
9. Collaborate with other CVVL and District Partner support staff to ensure online courses are functioning properly, trouble-shooting student/instructor problems, and offering suggestions for course improvements.
10. Respond to the public in a cordial, courteous manner; answer telephone; relay messages; schedule appointments; coordinate a variety of operations for Central Valley Virtual Learning.
11. Exhibit confidentiality, initiative, creativity, self-motivation, and enthusiasm in performing job functions.
12. Support CVVL marketing efforts.
13. Adjust workday as necessary for facilitating student/instructor support and growth of CVVL.
14. Maintain and revise office and digital files as required.
15. Perform related duties as required by the Supervisor of Central Valley Virtual Learning.

REPORTING RELATIONSHIPS

This position reports to the Supervisor of CV Virtual Learning Center.

MENTAL DEMANDS

FLEXIBLE HOURS The shift and total hours may be adjusted/modified as necessary to accommodate program needs and facilitate student/instructor support.

Experiences frequent interruptions; required to meet inflexible deadlines; requires concentration and attention to detail; required to handle last minute unexpected project requests; may occasionally deal with distraught or difficult individuals. Ability to multi-task.

PHYSICAL DEMANDS

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer and other technology equipment (e.g. lap top, scanner, projector, etc.)

QUALIFICATIONS

1. Demonstrated ability and aptitude to perform the responsibilities listed.
 2. AA degree or equivalent, or at least two years experience in a similar position, or a combination of both college credits and experience preferred.
 3. Demonstrated experience with student support, preferably in an Alternative Learning environment.
 4. Ability to present information to large and small groups and individuals.
 5. Demonstrated ability to communicate clearly and effectively in both written and oral form.
 6. Enthusiastic and displays an overall optimism toward online learning and student success.
 7. Ability to assess student needs, prescribe and implement effective interventions to meet students' needs.
 8. Gains the respect and confidence of students, parents, and staff through modeling appropriate demeanor, behavior, and attire.
 9. Sets and attains high level of expectations to accomplish CVVL growth using available resources to promote the program.
 10. Relates positively to youth and adults of varying socioeconomic, cultural, ethnic backgrounds, different learning styles, and various disabilities.
 11. Aware of current online educational developments and applications.
 12. Ability to work collaboratively with others; believes in the importance of education, online learning, and is interested in the welfare of all students.
 13. Ability to integrate technology into planning and record-keeping activities, including development and maintenance of online documentation and records for students.
 14. Knowledge of or experience with Microsoft Office (Word, Excel), student information system (i.e., PowerSchool), Blackboard (learning management systems), graphic and web design software, and Adobe Suite of products.
 15. Ability to self-teach and learn complex technology hardware and software applications with which you are unfamiliar.
 16. Required to adjust workdays as needed to accommodate student intervention and support needs, including occasional evenings.
 17. Must be able to provide own reliable transportation for timely site-to-site appointments with students and staff.
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UNIT AFFILIATION PSE - Technical

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.